



**JOB POSTING – OPEN TO STATE EMPLOYEES ONLY**

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

**WESTERN CONNECTICUT MENTAL HEALTH NETWORK**

**MENTAL HEALTH ASSISTANT 1 – POSITION NUMBER: WC93312**

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO: STATE EMPLOYEES ONLY**

**Location: Transitional Housing Program/Young Adult Services – Waterbury Area**

**Job Posting Number: WC93312**

**Hours: 1st Shift – Monday-Friday – 8:00 a.m.-4:30 p.m. – Every Other Weekend**

**Posting Date: July 26, 2012 Closing Date: July 31, 2012**

**Eligibility Requirement: State employees currently holding the above title or State employees who have previously attained permanent status may apply.**

**General Experience: One (1) year's experience at the level of Mental Health Trainee.**

**Substitutions Allowed: An Associate's degree in mental health technology may be substituted for the General Experience. Two (2) years of college training in a behavioral science, social work, rehabilitation therapy or its equivalent may be substituted for the General Experience. Completion of a mental health trainee certificate program may be substituted for six (6) months of the General Experience.**

**Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator License. Incumbents in this class may be required to travel.**

**Duties may include but not limited to: Provides residential services to Young Adult consumers in a transitional setting. Provides monitoring and therapeutic interventions to consumers requiring intense one to one supervision. Monitors and documents consumers behavior and progress. Monitors self-administration of consumer medications according to consumers individual treatment and maintains documentation on such. Provides individualized supervision and companionship for young adult clients who require assistance in transitioning to and maintaining themselves in the community, and facilitates treatment plan as developed by case manager**

**Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).**

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **ALL OTHER STATE Employees:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Angela M. Baker, Human Resources Associate – 203-805-6411**

**1) Email: Angela.Baker@ct.gov**

**OR**

**2) Fax: (203) 805-6432**

**OR**

**3) Postal Mail: Western Connecticut Mental Health Network  
55 West Main St., Suite 410, Waterbury, CT 06702-5501**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (**CT-HR-12**) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **(NP-6)**